

DATE: July 6, 1999

TO: Region Engineer
Associate Region Engineer - Delivery
Region Materials Engineers/Supervisors
Region Construction Engineers
Region Office Engineers
TSC Managers
Delivery/Project Engineers

FROM: C. Thomas Maki
Chief Operations Officer

Gary D. Taylor
Chief Engineer/Deputy Director
Bureau of Highway Technical Services

SUBJECT: Bureau of Highway Instructional Memorandum 1999-11
Submitting Final Estimates for Projects With Total Consultant
Construction Engineering Oversight

The final estimate should be submitted following all the requirements set forth in the standard specification and the construction manual, with the following guidelines in mind:

- For those projects, where the consultant is performing the total construction engineering, the final estimate cannot be submitted under the certification of the MDOT engineer who has jurisdiction over the project. The final estimate will not be processed until the project has had a project documentation review.
- The region will assure that a project documentation review has been done prior to the estimate being submitted to the contractor payments unit, Financial Services Division. The region will also assure that the review team is completely independent of the project.
- The project documentation review will be conducted using the guidelines set forth in the construction manual for final estimate reviews.
- Review deficiencies must be resolved and the Final Estimate Review Summary (Form 1147) will be signed by the appropriate associate region engineer or TSC manager. A copy of the

entire review package will be sent to the Construction and Technology Division's Region Services Unit.

- The consultant's project records will be transferred to the region TSC for retention, and transfer and disposal in accordance with MDOT's Retention and Disposal Schedule.

Chief Operations Officer

Chief Engineer/Deputy Director
Bureau of Highway Technical Services

BOHTS:C&T:GCT:jp

Subject Index: Estimates, Pay

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BOH IM 1999-11

-2-

July 6, 1999

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